



Defense Travel Management Office



WELCOME

F-100

LINES OF ACCOUNTING in DTS



F-100 CLASS OVERVIEW

Topic: Lines of Accounting in DTS

Time: Approximately 45 minutes

Target Audience:

Lead Defense Travel Administrators (LDTAs),
Finance Defense Travel Administrators
(FDTAs)

Pre-Requisites:

D-100: DTA Maintenance Tool – Overview
OR experience with DTS

Suggested Complimentary Class:
F-101 Budgets in DTS



TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**
- **DISCONNECTS**

- ✓ ***Exit class***
- ✓ ***Close all other software applications***
- ✓ ***Log back into class***
- ✓ ***Check with local IT staff***

If problem persists call the DISA Help Desk



ATTENDANCE CREDIT

ADOBE® CONNECT™



T-106 TAC & TraX Overview

SELECT: GUEST Enter as a GuestName Enter with your login and password**EXAMPLES:**

Lynn Green / USA
John Blue / USAF
Betty Silver / DISA
Dave Brown / USN
Barb Yellow / DFAS
Greg Orange / USMC

SELECT: GUEST***IMPORTANT***To be able to enter DCO Connect rooms, your machine must meet the following:
1. Compatible with DCO Connect software to connect to the conference room or to data.**ENTER:**
• FULL NAME
• SERVICE or AGENCY INITIALS
ONLY
• KEEP IT SIMPLEFor a password reset or locked account problem, please email:
disa.columbus.esd.mbx.dco-account-reset@mail.mil

For all other issues email: disa.columbus.esd.mbx.gig-es-support@mail.mil

IMPORTANT

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMINT, monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

-Many times, the USG may inspect and seize data stored on this IS.

-Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

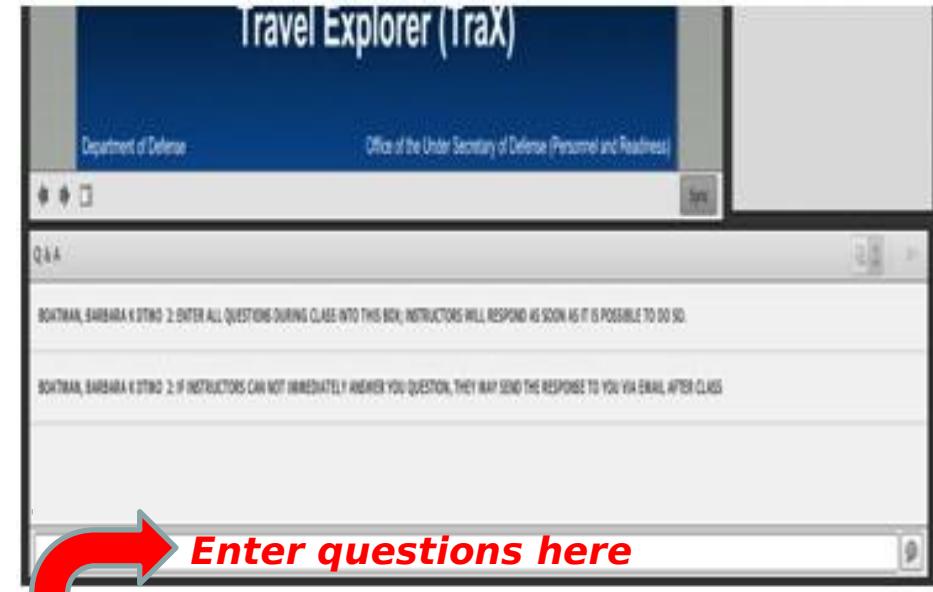
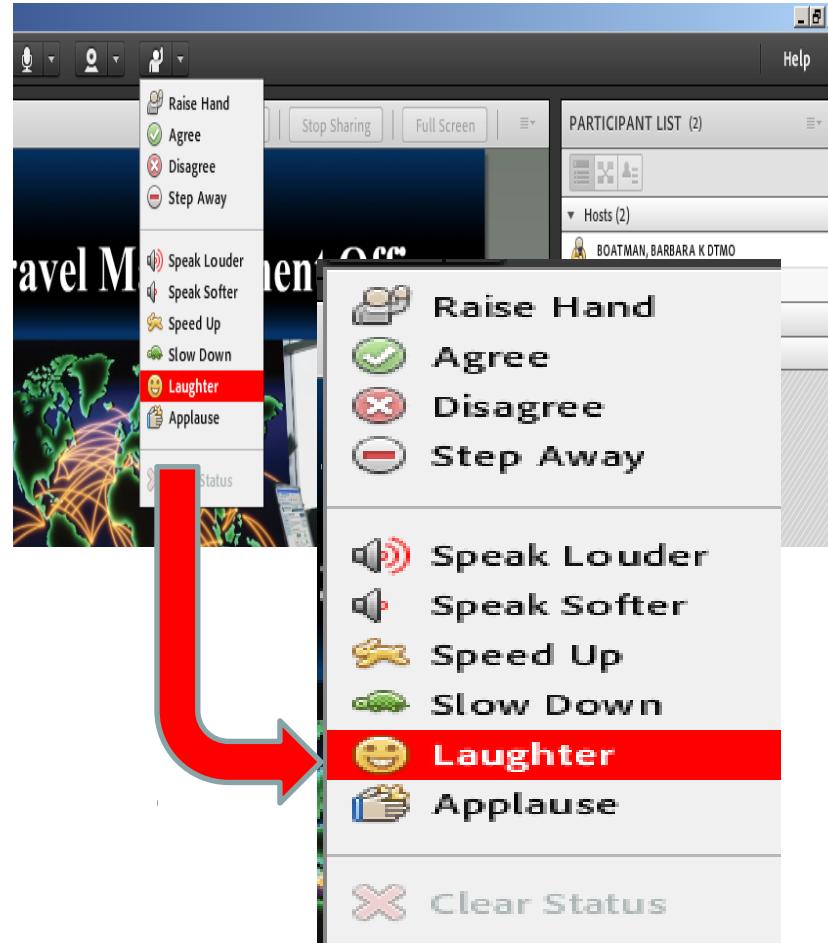
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[Help](#)



COMMUNICATING IN CLASS



- Use chat box for all questions
- Most answered during class
- Some need post class follow up



TRAINING OBJECTIVES

After completing this class, you should be able to:

- Search for LOA's
- Update and copy LOA's
- Share LOA's across organizations
- Rollover or delete LOA's
- Create LOA's
- Update a default LOA
- Use mass update and mass copy feature
- View LOA's



LOA KEY POINTS

- LOA module is not an official accounting system
- FDTA reconciles accounts to the disbursing system
- Permission Level 1:
Access to the DTA Maintenance Tool
- Permission Level 6:
Edit Lines of Accounting
- Organization Access:



LOAs: SERIES OF CODES

- Series of alphanumeric codes:
 - Indicate location of funding for a document
 - Detail fund cite information
- Each LOA specified by:
 - Format Map**
 - Owning Organization
 - Fiscal Year
 - Label

*****Several available to translate Service/Agency LOAs into DTS format.***



LOA PARAMETERS

DTS LOA's are a series of codes:

- FDTA can share them to sub-organizations
- Sub-Orgs can then use the shared LOA
- Once shared; that right can not be removed.

DTS LOAs link to DTS Budgets:

- When LOA is shared; budget is shared
- LOAs can roll over to next fiscal year
- Available to all members of a routing list
- Must be applied before doc approved; or approval fails



DEFENSE TRAVEL LINES OF ACCOUNTING MAPS

- Lines of Accounting maps are in a 10 x 20 format
- The ^ is used to separate each element on a line
- Element placeholders can be used where appropriate
- LOA's can be copied from other Organizations



OPEN DTA MAINTENANCE TOOL

Logged In As: HELEN D CARSON [Help for this screen](#)

 Defense Travel System
A New Era of Government Travel

[Logoff](#)

[Official Travel](#) ▾ [Official Travel - Others](#) ▾ [Traveler Setup](#) ▾ [Reports](#) ▾ [Administrative](#) ▾

- [Self Registration Admin](#)
- [DTA Maintenance Tool](#) Click Here (Mouse cursor is here)
- [Budget](#)
- [Route & Review](#)
- [Calculate Distance](#)

Document Name	Current Status	Departure Date	Type
No documents found.			

Welcome HELEN D CARSON

Organization: TDZDTMOCSD

Org Access: TDZDTMOCSD

Group Access: (All)

Permission: 0,1,2,3,4,5,6

Message Center

Please check here for messages.

[Back to Top](#)



LOCATE LOA MODULE



Defense Travel System

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User Name: HELEN CARSON
Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 16, 2009 - 09:49 EDT

DTA Tools:

- DTA Maintenance Home
- Organizations
- Routing Lists
- Groups
- People
- Lines of Accounting**
- Accession Travel

<< Select an option from the DTA Tools dropdown.

the DTA Maintenance Tool

authorized DTAs with the ability to create and modify organizations, routing lists, groups). Please select an option from the DTA Tools dropdown menu above.

Your Maintenance Tool Permissions:

- You have the proper permissions to edit organizations
- You have the proper permissions to edit routing lists
- You have the proper permissions to edit groups
- You have the proper permissions to edit people
- You have the proper permissions to edit lines of accounting (LOAs)
- You have the proper permissions to edit permissions.
- You do NOT have the proper permissions access MIS
- You do NOT have the proper permissions access ROA



SEARCH LINES OF ACCOUNTING

Defense Travel System

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DTA

User Name: HELEN CARSON
Organization Access: TDZDTMOCS
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 16, 2009 - 10:22 EDT

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Search Lines of Accounting

Label: (FY + LOA Name)

Format Map:

Organization Name: TDZDTMOCS
 --Include Sub-Organizations

Unbudgeted LOA(s) Only:



LOCATE LOA TO UPDATE

Run Date: October 16, 2009 - 10:34 EDT

of Accounting ▼ [Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Lines of Accounting (Search Results)

Organization Name: TDZDTMOCSD
Include Sub-Organizations: Yes
Format Map:

Label: Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CONFERENCE	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CROSSOVER	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CSD	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCSD	10 DIFF	No	eBiz 2, 2/20/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCSD	10 FMS TRAINING	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCSD	10 LOCAL	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCSD	10 PERDIEM	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCSD	10 TRAVELTEAM1	No	AF 2, 9/29/2003	New Budget

[Select All](#) [Clear All](#)

[Delete Selected\(on this page\)](#) [Rollover Selected \(on this page\)](#)

1 - 8 of 8



UPDATE LOA: DATA ELEMENTS

Run Date: October 16, 2009 - 10:59 EDT

Lines of Accounting ▾

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Update Line of Accounting

Format Map: MC 1, 8/1/2001

Organization Name: TDZDTMOCSD

Label: 10 CSD

Share LOA: Yes

LOA Data Elements

Account 1

AAA or DTST: * (6 or DTST)
DTST Sub-field: (14)

Account 2

DEPT: (2)
FY: (2)
PY: (2)
APPR: (4)
SH: (4)

Account 3

OC/SOC: (4)
BCN: (5)
SA: (1)

Account 4

AAA: (6)
TTC: (2)



SAVE UPDATED LOA

Account 4	AAA: 067343 (6)	TTC: 2D (2)			
Account 5	CC: 45TDDS2XXXX (12)	MAC: M76484 (6)			
Account 6	FA: 45 (2)	WC: TD (2)	FC: BF (2)	CAC: DS32 (4)	BRC: PF (2)
Account 7	RON: 0000000000000000 (15)	RBC: 0 (1)			
Account 8	JNLU: 0000 (4)	DSSN: 6201 (4)	ACRN: AA (2)		
Account 9	IBOP: 0000 (4)				
Account 10	TF: 00 (2)	LOC: 00 (2)	FCN: 000 (3)	FLN: 000 (3)	
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>					



LOCATE LOA TO COPY

Travel System
of Government Travel

User Name: HELEN CARSON
Organization Access: TDZDTMOCS
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 16, 2009 - 11:08 EDT

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Lines of Accounting (Search Results)

Organization Name: TDZDTMOCS
Include Sub-Organizations: Yes
Format Map:

Label: Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CONFERENCE	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CROSSOVER	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CSD	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 DIFF	No	eBiz 2, 2/20/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 FMS TRAINING	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 LOCAL	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 PERDIEM	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 TRAVELTEAM1	No	AF 2, 9/29/2003	New Budget

[Select All](#) [Clear All](#)

[Delete Selected\(on this page\)](#) [Rollover Selected \(on this page\)](#)

1 - 8 of 8



COPY LOA: CONFIRM DETAILS

Defense Travel System A New Era of Government Travel

User Name: HELEN CARSON
Organization Access: TDZDTMOCS
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 16, 2009 - 11:14 EDT

DTA_H

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Copy Line of Accounting (An empty budget shell will not be created if Create Budget is not checked.) * Data Required

Format Map: MC 1, 8/1/2001

Organization Name: * TDZDTMOCS

Share LOA: YesCreate Budget: YesEmpty Budget Shell Fiscal Year: * (4 digit year)

Label

LOA Fiscal Year: * 10 (2 digit year)

LOA Name: * LOCAL

LOA Data Elements

Account 1

AAA or DTST: * 067400 (6 or DTST)
DTST Sub-field: (14)

Account 2

DEPT: (2)
FY: 10 (2)
PY: 10 (2)
APPR: 1106 (4)
SH: 27A0 (4)

OC/SOC: 2100 (4)



SAVE LOA COPY

Account 4	AAA: 057833 (6)	TTC: 2D (2)
Account 5	CC: 45TDDS32XXX (12)	MAC: N64876 (6)
Account 6	FA: 45 (2)	WC: TD (2)
	FC: BF (2)	CAC: DS13 (4)
	BRC: PF (2)	
Account 7	RON: 0000000000000000 (15)	RBC: 0 (1)
Account 8	JNLU: 0000 (4)	DSSN: 6201 (4)
	ACRN: AA (2)	
Account 9	IBOP: 0000 (4)	
Account 10	TF: 00 (2)	LOC: 00 (2)
	FCN: 000 (3)	FLN: 000 (3)
<input type="button" value="Save Copied Line of Accounting"/> <input type="button" value="Cancel"/>		



USING X-ORG FUNDING

X-Org Funding:

LOA shared with an outside Org or a specific traveler.

Funding Organization:

- May remove access at any time
- Retain control of the LOA label and budget
- Can run reports to determine use

When DTS X-Org feature is used, funder provides:

- LOA label
- Name/email address of funding Org FDTA
- Guidance on use of LOA



LOCATE ORG FOR FUNDING

Defense Travel System

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User Name: HELEN CARSON
Organization Access: TDZDTMOCS
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 16, 2009 - 12:57 EDT

DTA Ho

Lines of Accounting ▾

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Lines of Accounting (Search Results)

Organization Name: TDZDTMOCS

Label:

Include Sub-Organizations: No

Unbudgeted LOA(s) Only: No

Format Map:

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CONFERENCE	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CROSSOVER	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CSD	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 DIFF	No	eBiz 2, 2/20/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 FMS TRAINING	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 LOCAL	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 PERDIEM	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 TRAVELTEAM1	No	AF 2, 9/29/2003	New Budget

[Select All](#) [Clear All](#)[Delete Selected\(on this page\)](#)[Rollover Selected \(on this page\)](#)



SEARCH CROSS ORG



Defense Travel System
A New Era of Government Travel

User Name: HELEN CARSONC
Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: February 24, 2011 - 11:59 EST

DTA Tools:

Lines of Accounting [Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Search Cross Org:

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label: 11 TEAM ALPHA

Funding LOA Org: TDZDTMOCSD

Selected Organizations and Individuals for Funding:

Select to Delete	Organization/Traveler
<input type="checkbox"/>	TDZDFAS-COLUMBUS/COLUMBUS-A CHRIS XXXXX5404
Select All Clear All	
Delete Selected	

Select Routing List:

Document Type:	<input type="button" value="-Select to Add-"/>	Routing List:	<input type="button" value="-Select to Add-"/>
Save Routing List			

Selected Routing List:

Select to Delete	Document Type/Routing List
	<input type="button" value="Delete Selected"/>



LOCATE: DELETE & ROLLOVER

Defense Travel System New Era of Government Travel

User Name: HELEN CARSON
Organization Access: TDZDTMOCS
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 16, 2009 - 13:45 EDT

[DTA Home](#) | [Help](#)

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Lines of Accounting (Search Results)

Organization Name: TDZDTMOCS

Label:

Include Sub-Organizations: No

Unbudgeted LOA(s) Only: No

Format Map:

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CONFERENCE	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CROSSOVER	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CSD	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 DIFF	No	eBiz 2, 2/20/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 FMS TRAINING	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 LOCAL	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 PERDIEM	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 TRAVELTEAM1	No	AF 2, 9/29/2003	New Budget

[Select All](#) [Clear All](#)

[Delete Selected\(on this page\)](#)

[Rollover Selected \(on this page\)](#)



IDENTIFY LOA(s) TO ROLLOVER

Defense Travel System A New Era of Government Travel

User Name: HELEN CARSON
Organization Access: TDZDTMOCS
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 16, 2009 - 13:45 EDT

[DTA Home](#) | [Help](#)

DTA

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Lines of Accounting (Search Results)

Organization Name: TDZDTMOCS

Label:

Include Sub-Organizations: No

Unbudgeted LOA(s) Only: No

Format Map:

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
<input checked="" type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CONFERENCE	No	MC 1, 8/1/2001	New Budget
<input checked="" type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CROSSOVER	No	MC 1, 8/1/2001	New Budget
<input checked="" type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CSD	No	MC 1, 8/1/2001	New Budget
<input checked="" type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 DIFF	No	eBiz 2, 2/20/2003	New Budget
<input checked="" type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 FMS TRAINING	No	AF 2, 9/29/2003	New Budget
<input checked="" type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 LOCAL	No	MC 1, 8/1/2001	New Budget
<input checked="" type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 PERDIEM	No	AF 2, 9/29/2003	New Budget
<input checked="" type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 TRAVELTEAM1	No	AF 2, 9/29/2003	New Budget

[Select All](#) [Clear All](#)

[Delete Selected\(on this page\)](#)

[Rollover Selected \(on this page\)](#)



ROLLOVER: SELECT RULES

PERMISSION: 0, 1, 2, 3, 4, 5, 0
Run Date: October 19, 2009 - 08:04 EDT

if Accounting ▾ [Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Rollover Line(s) of Accounting - Select Rules

Selected Format Map	Default Rollover Element(s)	Default Rule(s)
MC 1, 8/1/2001	Account 2 FY Account 2 PY	Empty (null) values for Marine Corps FY elements are not rolled over. "X" values for Marine Corps FY elements are not rolled over. Non-empty (FY and PY) elements are rolled to new fiscal year.

Select Rollover Rules:

Use default rule(s)
 Use custom rule(s) defined for each LOA

[Continue](#) [Cancel](#)



ROLLOVER: DEFAULT RULES

Run Date: October 19, 2009 - 08:09 EDT

es of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Rollover Line(s) of Accounting - Default Rules (An empty budget shell will not be created if Create Budget is not checked.)^{*} Required

Rollover LOA(s) to Fiscal Year:

Empty Budget Shell(s) Fiscal Year:

Create Budget	Shared	Organization Name	Label	Format Map	Preview
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TDZDTMOCSD	10 CSD	MC 1, 8/1/2001	Preview

[Rollover Line\(s\) of Accounting](#)

[Cancel](#)



CONFIRM ROLLOVER LOA(s)

Run Date: October 19, 2009 - 08:18 EDT

Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Rollover Line(s) of Accounting - Confirm

After the lines of accounting are rolled over into the new fiscal year, you will not have an option to systematically back out the changes through the DTS application. If changes are required after the rollover function is completed, modifications will have to be made to the LOAs through the LOA Mass Update or the LOA Edit functions.

Would you like to continue with the rollover action or cancel and review your LOA rollover rules prior to executing the fiscal year rollover?

[Continue](#)

[Cancel](#)



REVIEW LINES OF ACCOUNTING

Defense Travel System A New Era of Government Travel

User Name: HELEN CARSON
Organization Access: TDZDTMOCS
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 19, 2009 - 08:30 EDT

[DTA Home](#) | [Help for the User](#)

DTA Ma

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Lines of Accounting (Search Results)

Organization Name: TDZDTMOCS

Label:

Include Sub-Organizations: Yes

Unbudgeted LOA(s) Only: No

Format Map:

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CONFERENCE	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CROSSOVER	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 CSD	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 DIFF	No	eBiz 2, 2/20/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 FMS TRAINING	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 LOCAL	No	MC 1, 8/1/2001	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 PERDIEM	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	10 TRAVELTEAM1	No	AF 2, 9/29/2003	New Budget
<input type="checkbox"/>	Update	Copy	X-Org Funding	TDZDTMOCS	11 CSD	No	MC 1, 8/1/2001	New Budget

[Select All](#) [Clear All](#)

[Delete Selected\(on this page\)](#)

[Rollover Selected \(on this page\)](#)



QUESTIONS?





CREATE LINE OF ACCOUNTING

Run Date: October 19, 2009 - 08:36 EDT

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Create Line of Accounting

* Required

Format Map: *

Select One ...

- Select One ...
- AF 2, 9/29/2003
- ARMY 3, 6/6/2003
- BSM 1, 2/6/2006
- DBMS 1, 8/1/2001
- DIA, 3/5/2009
- DTRA, 7/3/2006
- DWAS 1, 1/1/2004
- MC 1, 8/1/2001
- MSC, 10/13/2005
- NAVY 1, 8/1/2001
- NAVY ERP1, 9/26/2006
- NAVY FMS, 1/3/2005
- NRL1, 6/8/2006
- SAP1, 3/10/2004
- SDDC-AF, 5/12/2006
- SDDC-ARMY, 5/12/2006
- SFIS v3.4
- WAAS 1, 8/7/2002
- eBiz 2, 2/20/2003



IDENTIFY LOA FISCAL YEAR



User Name: HELEN CARSON
Organization Access: TDZDTMOCS
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 19, 2009 - 08:47 EDT

Screen ID: 7704

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

DTA Maintenance

DTA Tools:

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Create Line of Accounting (An empty budget shell will not be created if Create Budget is not checked.) * Required

Format Map: AF 2, 9/29/2003

Organization Name: Share LOA: YesCreate Budget: YesEmpty Budget Shell Fiscal Year: (4 digit year)

Label

LOA Fiscal Year: (2 digit year)LOA Name:

LOA Data Elements

Account 1

ADSN or DTST: (6 or DTST)DTST Sub-field: (14)

Account 2

DEPT: (2)TA: (2)FY: (1)APPR: (4)SL: (4)

Account 3

FC: (2)PY: (1)

Account 4

OAC: (2)OBAN: (2)RC/CC: (6)BA: (2)



REVIEW LOA ELEMENTS

Account 4	AAA: 816876 (6) TTC: 3C (2)
Account 5	CC: 45TDDS25XXX (12) MAC: M16717 (6)
Account 6	FA: 64 (2) WC: TD (2) FC: BF (2) CAC: DS54 (4) BRC: PF (2)
Account 7	RON: (15) RBC: (1)
Account 8	JNLU: (4) DSSN: 6715 (4) ACRN: AA (2)
Account 9	IBOP: (4)
Account 10	TF: (2) LOC: (2) FCN: (3) FLN: (3)



DEFAULT LOA UPDATE

Defense Travel System New Era of Government Travel

User Name: HELEN CARSON
Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 19, 2009 - 09:05 EDT

DTA

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Default LOA Update

Organization Name: * TDZDTMOCSD

Existing Default LOA Label:

New Default LOA Label:

Include All Users:



DEFAULT LOA UPDATE PERSON

Defense Travel System with Era of Government Travel

Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 19, 2009 - 09:46 EDT

DTA

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Default LOA Update Person (Search Results)

Select to Include in Update	Organization Name	Name	SSN	Existing Default LOA Label	New Default LOA Label
<input checked="" type="checkbox"/>	TDZDTMOCSD	Carson, Kim T	XXXXX2370		
<input checked="" type="checkbox"/>	TDZDTMOCSD	CARSON, CHRIS A	XXXXX2346		
<input checked="" type="checkbox"/>	TDZDTMOCSD	Carson, Eric T	XXXXX2371		
<input checked="" type="checkbox"/>	TDZDTMOCSD	CARSON, ERIC T	XXXXX2363	09 CSD	
<input checked="" type="checkbox"/>	TDZDTMOCSD	CARSON, EMILY A	XXXXX2355	09 CSD	
<input checked="" type="checkbox"/>	TDZDTMOCSD	Zurcher, Eric T	XXXXX7030	09 CSD	
<input checked="" type="checkbox"/>	TDZDTMOCSD	Zurcher, Chris A	XXXXX7029	09 DEFAULT	

[Select All](#) [Clear All](#)[Submit](#) [Cancel](#)



MASS UPDATE: FORMAT MAP

Travel System
Government Travel

Organization Access: TDZDTMOCSD

Group Access: - (All)

Permission: 0, 1, 2, 3, 4, 5, 6

Run Date: October 19, 2009 - 09:57 EDT

unting



[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Search Lines of Accounting

Format Map:

MC 1, 8/1/2001

Organization Name:

TDZDTMOCSD



-Include Sub-Organizations

[Search](#)



SELECT LOA(s): MASS UPDATE

Travel System Government Travel

Organization Access: TDZDTMOCS

Group Access: - (All)

Permission: 0, 1, 2, 3, 4, 5, 6

Run Date: October 19, 2009 - 10:22 EDT

Accounting [Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Lines of Accounting (Search Results)-Mass Update

Organization Name: TDZDTMOCS

Include Sub-Organizations: Yes

Format Map: MC 1, 8/1/2001

Select to Update	Organization Name	Label
<input type="checkbox"/>	TDZDTMOCS	10 CONFERENCE
<input checked="" type="checkbox"/>	TDZDTMOCS	10 CROSSOVER
<input type="checkbox"/>	TDZDTMOCS	10 CSD
<input checked="" type="checkbox"/>	TDZDTMOCS	10 LOCAL
<input type="checkbox"/>	TDZDTMOCS	11 CSD

[Select All](#) [Clear All](#)[Update Select LOA\(s\)](#)

1 - 5 of 5



UPDATE VALUES

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Mass Update Lines of Accounting – Update Values

Format Map: MC 1, 8/1/2001

	Select the fields to update	Old Value	New Value
Account 1	<input type="checkbox"/> AAA or DTST:	(All Values) ▾	<input type="text"/>
	<input type="checkbox"/> DTST Sub-field:	(All Values) ▾	<input type="text"/>
Account 2	<input type="checkbox"/> DEPT:	(All Values) ▾	<input type="text"/>
	<input type="checkbox"/> FY:	(All Values) ▾	<input type="text"/>
	<input type="checkbox"/> PY:	(All Values) ▾	<input type="text"/>
	<input type="checkbox"/> APPR:	(All Values) ▾	<input type="text"/>
	<input type="checkbox"/> SH:	(All Values) ▾	<input type="text"/>
Account 3	<input type="checkbox"/> OC/SOC:	(All Values) ▾	<input type="text"/>
	<input type="checkbox"/> BCN:	(All Values) ▾	<input type="text"/>
	<input type="checkbox"/> SA:	(All Values) ▾	<input type="text"/>
Account 4	<input type="checkbox"/> AAA:	(All Values) ▾	<input type="text"/>
	<input type="checkbox"/> TTC:	(All Values) ▾	<input type="text"/>



MASS COPY: FORMAT MAP

DTI System
Government Travel

Group Access: - (All)

Permission: 0, 1, 2, 3, 4, 5, 6

Run Date: October 19, 2009 - 10:56 EDT

ting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Search Lines of Accounting

Label:

(FY + LOA Name)

Format Map:

Organization Name:

Search



SELECT LOAs FOR MASS COPY

Travel System
Government TravelGroup Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 19, 2009 - 11:03 EDT

Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Lines of Accounting (Search Results) -Mass Copy

Organization Name: TDZDTMOCS

Format Map:

Label:

Select to Copy	Label	Format Map
<input type="checkbox"/>	10 CONFERENCE	MC 1, 8/1/2001
<input type="checkbox"/>	10 CROSSOVER	MC 1, 8/1/2001
<input checked="" type="checkbox"/>	10 CSD	MC 1, 8/1/2001
<input type="checkbox"/>	10 DIFF	eBiz 2, 2/20/2003
<input type="checkbox"/>	10 FMS TRAINING	AF 2, 9/29/2003
<input checked="" type="checkbox"/>	10 LOCAL	MC 1, 8/1/2001
<input type="checkbox"/>	10 MEDICAL	AF 2, 9/29/2003
<input type="checkbox"/>	10 PERDIEM	AF 2, 9/29/2003
<input type="checkbox"/>	10 TRAVELTEAM1	AF 2, 9/29/2003
<input type="checkbox"/>	11 CSD	MC 1, 8/1/2001

[Select All](#) [Clear All](#)[Copy Select LOA\(s\)](#)



MASS COPY: DESTINATION ORG

ver System
overnment Travel

Group Access: - (All)

Permission: 0, 1, 2, 3, 4, 5, 6

Run Date: October 19, 2009 - 11:06 EDT

nting



[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

Mass Copy Line(s) of Accounting (An empty budget shell will not be created if Create Budget is not checked.) *Required

Destination Organization: *

Empty Budget Shell Fiscal Year: (4 digit year)

Select Budget Type: Quarterly Annual

Create Budget	Source Organization Name	Label	Format Map
<input checked="" type="checkbox"/>	TDZDTMOCSD	10 CSD	MC 1, 8/1/2001
<input checked="" type="checkbox"/>	TDZDTMOCSD	10 LOCAL	MC 1, 8/1/2001
Select All Clear All			

[Copy LOA\(s\)](#)

[Cancel](#)



VIEW LOA(s) LIST

User Name: HELEN CARSON
Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 19, 2009 - 11:11 EDT

Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

View Lines Of Accounting (LOA) List

Organization Name: --Include Sub-Organizations

[Run Report](#)



SAMPLE LIST OF LOAS

Title: Lines Of Accounting (LOA) Report Run Date: Mon Oct 19 11:31:57 EDT 2009 Search Criteria: Organization: TDZDTMOCSD Sub-Orgs: Yes							
Organization	LOA Label	LOA Format Map	Acc1	Acc2	Acc3	Acc4	Acc5
TDZDTMOCSD	10 CONFERENCE	MC1 8/1/2001	067400^	^10^10^1106^27A0^	2100^67415^	067500^2E^	16AB17088000^M20175^
TDZDTMOCSD	10 CROSSOVER	MC1 8/1/2001	067400^	^10^10^1106^27A0^	2100^67415^	067400^2D^	16AA17088000^M20175^
TDZDTMOCSD	10 CSD	MC1 8/1/2001	067400^	^10^10^1106^27A0^	2100^67415^	067400^2D^	16AA17088000^M20175^
TDZDTMOCSD	10 DIFF	eBiz 2/20/2003	033186^	97^XXXX^4930^5L2P^	ABX^CLCL^210TP00^	0000^DFAS^	0L^2P^033186^
TDZDTMOCSD	10 FMS TRAINING	AF2 9/29/2003	380100^	97^11^X^8242^AL62^	4A^0^	AD^EG^FY3473^	MEG00^MEG^OO^
TDZDTMOCSD	10 LOCAL	MC1 8/1/2001	067400^	^10^10^1106^27A0^	2100^67415^	067400^2D^	16AA17088000^M20175^
TDZDTMOCSD	10 MEDICAL	AF2 9/29/2003	667100^	57^0^3600^	29^	78^88^6DLCA0^	^
TDZDTMOCSD	10 PERDIEM	AF2 9/29/2003	667100^	57^0^3400^	30^	80^32^255555^01^	913^
TDZDTMOCSD	10 TRAVELTEAM1	AF2 9/29/2003	667100^	57^0^3400^	30^	80^32^255555^01^	913^
TDZDTMOCSD	11 CSD	MC1 8/1/2001	067400^	11^11^1106^27A0^	2100^67415^	067400^2D^	16AA17088000^M20175^



KEY POINTS ABOUT LOAs

- Can be copied, rolled over, updated and shared
- LOA sharing is an internal process
- LOAs shared to sub-orgs, cannot be un-shared
- If LOA is shared, budget is also shared
- Must be applied to a doc before approval



KEY POINTS ABOUT LOAS

cont.

- Built with data elements with a 10x20 format map
- Appendix R; DTA Manual; format map resource
- LOAs only link to budgets with the same elements
- LOA X-Org sharing is for external orgs or travelers



CLASS CLOSING LOBBY

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us evaluate:

- o Complete evaluation
- o Provide feedback

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website &



THANK YOU FOR ATTENDING DISTANCE LEARNING

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DTMO distance learning classes
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